



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Executive Meeting Minutes

13th November 2013

@ 8.30 am

Present: Nick Dodds – Meeting Chair & Services Coordinator
Rocky Kim – Financial Coordinator
Alex Gula – External Coordinator
Shaman McLean – Internal Coordinator

Absent: Bob Drunkemolle – General Manager

13.11.1 Meeting was Called to Order @ 8.56 am

13.11.2 Recognition of Okanagan Peoples' Territory

13.11.3 Speaker's Business

This is our first paper free meeting.

13.11.4 Approval of Agenda

BIRT: The Agenda be approved as presented.

13.11.5 Approval of Minutes

BIRT: The minutes of the Executive Meeting of 28th October 2013 be approved as presented.

Moved By: McLean

Seconded By: Kim

In Favour: Unanimous

13.11.6 Presentations – Transit Survey – External Coordinator

The meeting, which was to play a significant role in this presentation, was unfortunately postponed, as the representatives from Kelowna Transit were unavailable. The meeting has been rescheduled for Thursday 14th November at 1.00 pm.

The survey will be similar to the last one, other than you can pick more than one route, you can comment on each bus service. This will be completed via Google Forms, the week commencing 18th to 22nd November. Volunteers will be required for tabling and a BBQ event on one of the days. A group of students who are completing a project on transit will be assisting with an 'info board' highlighting the changed/unchanged performance of the transit system.

The survey will be held at the transit stop, and volunteers in 4 different locations (in groups of 2) i.e. UNC, EME etc.

Last year there were a couple of routes that were not operational at the time of the survey, this year it will be made certain that all routes are covered.



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The preference is for electronic surveys only, due to time constraints, but if volunteer skills are used, this could be an option. The first few days will be electronic only, but if the response is poor, then paper surveys can be included. Also an on-line survey will be made available.

13.11.7 Updates

13.11.7.1 Food Services Contract

Food survey will be held week commencing 25th November. The tentative budget for this will be \$2,500 (\$1,500 for t-shirts, \$2-300 for a banner, \$500 for food). The banner will advertise a simple website with an interactive on-line message board, which will be called 'starving student.ca' where messages can be left by Students. A report of the findings will be prepared and sent to the DVC's office.

There is \$7,000 left in the Student Affairs budget where the funding for this survey will be taken.

It is anticipated the website will be in use for many years for updates around food contracts, feedback, new food options etc. Services Coordinator asked for this to be guaranteed before the money is spent in creating the website.

Action By: Financial Coordinator to investigate guaranteeing the extended use of this website.

13.11.7.2 Library Levy

The presentation to the Board of Directors by Michael Shakespeare on the financial outlook of the library project has been postponed, as the Senate meeting to which Michael was to present, prior to our, meeting has been rearranged. The Financial Coordinator will liaise with the Board of Directors to reschedule this meeting after 27th November 2013.

13.11.7.3 Continuity & Development

The Internal Coordinator will be delegating a couple of policies to be reviewed i.e. the referendum and impeachment. The Committee will be meeting again on Friday 22nd November. There are a number of policies that need review and in January it is likely they will be asked to meet weekly.

Services Coordinator suggested that when items are recommended to the Policy Committee they be recommended in a policy rather than the Continuity and Development Committee having to complete this.



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Moved to In Camera @ 9.20 am

Moved By: Dodds

Seconded By: McLean

In Favour: Unanimous

Carried

Moved back to Regular Meeting @ 9.40 am

Moved By: Dodds

Seconded By: McLean

In Favour: Unanimous

Carried

13.11.7.4 Events – Terms of Reference (see attached)

Services Coordinator outlined the Terms of Reference.

Internal Coordinator expressed concern this mainly revolved around volunteers. Services Coordinator hoped to overcome this by offering incentives.

Services Coordinator would like to see a part-time employee to be a 'pub official' who could potentially be a student, just concentrating on events. Mike Ouellet currently fills this role.

Mike Oullet has been asked for the foreseeable future to assume responsibility of all Club events, as Clubs were wanting to book on Well Wednesday's even though they could not charge a cover.

Services Coordinator proposed an Honorarium of \$25 per week for the Events Executive (excluding Executive Committee members) who will attend all meetings. The External Coordinator did not take any honoraria in June; therefore this amount will cover these honoraria.

Action By: All to read Terms of Reference and e-mail comments etc., back to Services Coordinator.

Semester Ender Bender – Full Moon party is being organized.

13.11.7.5 Procedures for Booking Equipment (see attached)

External Coordinator outlined the procedures for booking equipment for events.



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Action By: All – any questions/suggestions to be emailed to the External Coordinator who will liaise with the Pub Manager.

13.11.7.6 Surveys

Internal Coordinator will present the findings of the Student Satisfaction Survey at the Board of Directors meeting on 18th November 2013.

13.11.7.7 Frosh Report

Services Coordinator has started this, and will bring the finished report to the next meeting of the Executive (25th November 2013).

13.11.8 General Orders

13.11.8.1 New Business

None.

13.11.9 Discussion & Announcements

- The Phoenix Copy

Action By: External Coordinator to provide 300 words by 14th November regarding the Transit survey.

Action By: Financial Coordinator to provide 200 words by 14th November regarding Food campaign.

Action By: Services Coordinator to provide summary regarding Well Events by 14th November including posting for available positions on Well Events Committee. Also, summary of student groups.

Action By: Internal Coordinator to provide summary regarding Student Satisfaction Survey by 14th November.

Financial Coordinator wanted to find a volunteer to produce a monthly report, present it to the Executive 2 days before the publishing date, to be approved. This would include asking the Executive for items they would like included. The volunteer would also maintain all social media pages, make an events page, design and print the posters and any campaign materials. Ideally someone from a design background.

Action By: Executive Assistant to place "The Phoenix Copy" on each meeting agenda.



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- AGM

This was considered to be a success.

- Memorandum of Understanding – UBC v. UBC Field Trip

This was being taken by the Executives today, to the meeting with Stephen Toope

- Members Honoraria

It was agreed the Honoraria policy should be adhered to.

- Well Events Action Group Committee Terms of Reference
- Adopt-a-road for Bike Path

Action By: Executive Assistant to investigate this project and bring findings to next meeting – 25th November 2013

- Appeals Committee

BIRT Andrew Mortenson, Aman Brar, Patrick Seitzinger and Alex Field be appointed to the Elections Appeals Committee for the purpose of 2013 By-Election called by the Board of Directors on 19th September 2013.

Moved By: Kim
Seconded By: McLean
In Favour: Unanimous
Carried

- Deputy Returning Officers

BIRT the power to appoint DRO's be delegated to the CRO, Curtis Tse, for the purpose of the 2013 By-Election called by the Board of Directors.

Moved By: Kim
Seconded By: Gula
In Favour: 3 Opposed: 1 (McLean)
Carried

- Posters

Action By: Internal Coordinator to bring poster window procedure to next meeting (25th November 2013).



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